

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814



Employee Name	<u>Sheehy, Tom</u>
Expense Dates	<u>11/18/09-11/19/09</u>
Total Expense Amount	<u>160.99</u>
Amount Due Employee	<u>160.99</u>
Form ID	<u>TEA000547941</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 11/19	Parking, Auto	49.02 X	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 NOV 30 AM 9:11

I have reviewed the following documents.

Approved
by:

Fred W Klass

*approved
12/1/09*

Travel & Expense Account Summary

Employee Name Tom Sheehy
Expense Dates 11/18/09-11/19/09
Report Name Raytheon Speaking Engagement

Request Total \$ 160.99
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 160.99

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Raytheon	160.99

NOTE: (d)=Direct Charge

DATE	Wed Nov 18	Thu Nov 19								TOTAL
Mileage, Personal Auto	47.85	54.12								101.97
Parking, Auto		49.02								49.02
Road Tolls		4.00								4.00
Incidentals		6.00								6.00
TOTALS \$	47.85	113.14								160.99

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Raytheon	11/18/09	Mileage, Personal Auto	47.85	Cash
Regular Travel	Raytheon	11/19/09	Parking, Auto	49.02	Cash
Regular Travel	Raytheon	11/19/09	Road Tolls	4.00	Cash
Regular Travel	Raytheon	11/19/09	Mileage, Personal Auto	54.12	Cash
Regular Travel	Raytheon	11/19/09	Incidentals	6.00	Cash